

**FILED**  
IN THE SEVENTH JUDICIAL DISTRICT OF THE STATE OF IOWA

IN THE MATTER OF  
APPOINTMENT OF  
LIAISON JUDGE

2013 DEC 12 AM 11:22

CLERK OF DISTRICT COURT  
SCOTT COUNTY, IOWA

IFIF000101  
ADMINISTRATIVE ORDER  
No. 2013-16

This Administrative Order creates an administrative leave policy for District 7 full-time law clerks. In addition to their regular vacation time, full-time law clerks will be entitled to an additional 15 hours of administrative leave per year (in a 12-month time frame) in which to complete their required continuing legal education requirements. Law clerks shall have this administrative leave approved by the Chief Judge and shall provide information regarding the specifics of the training they desire to attend. This policy does not cover extern or intern law clerks, but applies to the regularly-hired full-time law clerks.

Law clerks must take vacation and/or unpaid time for any other requested time off, including time off to be sworn in as an attorney in any state. This policy is effective retroactively to July 1, 2013. Any vacation time taken since July 1, 2013 by a full-time law clerk to attend a continuing legal education seminar shall be refunded to them and that time shall be considered as administrative leave.

Dated: December 12, 2013.



MARLITA A. GREVE  
Chief Judge of the  
Seventh Judicial District of Iowa

Original filed with the Clerk of Court, Scott County  
Copy to District Court Administrator  
Copy to Richard Brus, Finance Director  
Copy to Law Clerks